

UNITED STATES DISTRICT COURT



DISTRICT OF NEW JERSEY

CLERK'S OFFICE

ECF USER MANUAL

3/30/05

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Introduction

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to file documents with the court or to view and retrieve docket sheets and documents for civil, criminal and miscellaneous cases in the system. A Filing User should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document Files (PDF).

The following definitions are used throughout this User Manual:

- A. “Electronic Filing System” refers to the court’s automated system that receives and stores documents filed in electronic form. The program is part of the CM/ECF (Case Management/Electronic Case Files) software which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.
- B. “Filing User” is an individual who has a court-issued login and password to file documents electronically.
- C. “Notice of Electronic Filing” is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and an electronic link (hyperlink) to the filed document which allows recipients to retrieve the document automatically.
- D. “PACER” (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the internet.
- E. “PDF” refers to Portable Document Format. A document file created with a word processor, or a paper document which has been scanned, must be converted to portable document format to be filed electronically with the court. Converted files contain the extension “.pdf”.
- F. “Proposed Order” is a draft document submitted by an attorney for a judge’s signature. A proposed order shall accompany a motion or other request for relief as an electronic attachment to the document.
- G. “Document” Shall include pleadings, motions, briefs, memoranda, exhibits, certifications, declarations, affidavits, papers, orders, notices, and any other filing by or to the court.
- H. “Technical Failure” is defined as a malfunction of court owned/leased hardware, software, and/or telecommunications facility which results in the inability of a Filing User to submit a filing electronically. Technical failure does not include the malfunctioning of a Filing User’s equipment.

I. “In Paper Form” is submitting a document in hard copy on paper.

Help Desk

Contact the court’s Help Desk for telephone assistance in using ECF between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday, at one of the following numbers:

Camden - Toll Free 1-866-726-0726 or 1-856-757-5285
Newark - Toll Free 1-866-208-1405 or 1-973-645-5924
Trenton - Toll Free 1-866-848-6059 or 1-609-989-2004

OR

Contact the court via e-mail at ecfhelp@njd.uscourts.gov

ECF System Capabilities

A Filing User with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the court’s ECF system to perform the following functions:

Electronically file pleadings and documents in actual cases, 24 hours a day.

View official docket sheets and other documents associated with cases.

Anyone can access the Court’s web page at www.njd.uscourts.gov and perform the following functions:

View, print or download the most recent version of the ECF User Manual.

Self-train on ECF using the ECF Tutorial, which is available on the district court’s ECF web site.

Practice entering documents into ECF using a “training” system and database. The “training” ECF system is similar to the “live” ECF database.

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view, and retrieve case documents are the following:

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh.
- A word processing software package such as WordPerfect or Microsoft Word.

Adobe Acrobat software to convert documents from the format of their native application to portable document format (PDF) may be needed if your word processing software does not have built-in conversion capabilities.

- A scanner to convert paper documents that are not in a word processing format to PDF format for electronic filing in the court's ECF system. Use a scanner ONLY if you cannot electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF, scan with a "black and white" setting, and at a resolution of 200 dpi. Scanning at resolutions greater than 200 dpi tends to clutter the electronic transfer with unwanted markings and print. All documents should be scanned with a "black and white" setting.
- An Internet service provider and web browser. The court has verified that its installed version of ECF is compatible with Netscape Navigator version 4.7x & 7.0x or Internet Explorer 5.5x & 6.0x.

Scope of Electronic Filing

All civil, criminal and miscellaneous cases filed in this court on or after January 5, 2004, will be entered into the court's Electronic Case Filing ("ECF") System in accordance with the Electronic Case Filing Policies and Procedures. Except as expressly provided in the Electronic Case Filing Policies and Procedures and in exceptional circumstances, all documents shall be filed electronically.

The filing of initial papers in civil cases, such as the complaint, notice of removal, and the issuance and service of the summons, and, in criminal cases, the indictment or information, including any superseders, warrant for arrest or summons, will be accomplished by filing in paper form accompanied by a disk or CD Rom containing the signed document in PDF format. In a case removed to the federal court, parties are requested to provide electronic copies of all documents previously filed in the state court. Procedures for filing an initiating document are outlined in the section entitled "How to File Initial Pleadings/Documents."

Service of summons and complaint must be made under Federal Rule of Civil Procedure 4 and applicable Local Rules governing service.

A party who is not represented by counsel must file papers with the clerk in paper form.

Exceptions to Electronic Filing

Exceptions

(1) Permissive Exceptions

The following documents may be excluded from the Electronic Filing System and filed solely on paper:

- (a) In cases where the record on an administrative proceeding (excluding Social Security cases) or other prior proceeding must be filed with the court, such a record may be served and filed in hard copy without prior motion and order of the Court.
- (b) A party may move for permission to serve and file in paper form documents that can not reasonably be scanned.

(2) Mandatory Exceptions

The following documents are excluded from the Electronic Filing System and shall be filed solely on paper:

- (a) Administrative Records in Social Security Cases
- (b) Transcripts (by Official Court Reporters/Electronic Sound Recording System)
- (c) Grand Jury Matters

The following documents are examples of Grand Jury Matters:

Minute sheets of Swearing in and empanelment
Grand Jury Returns
Voting Slips
Motions to quash subpoenas and orders ruling on them
Motions to enforce subpoenas and orders ruling on them
Motions for immunity and orders ruling on them
Motions for appointment of counsel and orders ruling on them

- (d) Warrants Issued

The following are examples of types of warrants issued.

Arrest Warrants
Seizure Warrants
Search Warrants
Pen Registers
Wire Tap Orders
Bench Warrants

Sealed Documents

A document subject to a sealing order or order of confidentiality must be submitted in paper form, in a sealed an envelope clearly marked “sealed” and shall be accompanied by a disk or CD-ROM containing the signed document in PDF format. A motion to file a document under seal may be filed electronically, unless prohibited by law. The order of the court authorizing the filing of documents under seal may be filed electronically, unless prohibited by law. A paper copy of the sealing order must be attached to the documents under seal and be delivered to the Clerk.

Disk or CD Rom

All documents submitted on paper, including initial papers, must be accompanied by a disk or CD Rom containing the signed document in PDF form.

Courtesy Copies

In addition to the electronic filing of all motion papers, including briefs, in support of or in opposition to a motion, the filer must submit forthwith to the Judge’s or Magistrate Judge’s Chambers one courtesy copy of a filed paper or brief in paper form without disk or CD-Rom, unless otherwise directed by the judicial officer. These documents shall be clearly marked as courtesy copies.

Eligibility, Registration and Passwords

An attorney admitted to the Bar of this court, including attorneys authorized to represent the United States, may register as a Filing User by completing the prescribed registration form and submitting it to the Clerk of Court. Exceptions to this requirement are out-of-state attorneys that: 1) represent a party in an action transferred to New Jersey pursuant to an Order issued by the Judicial Panel on Multidistrict Litigation¹; or 2) attorneys who are retained to represent defendants in criminal cases. The form is also available on the court’s web site at www.njd.uscourts.gov Registration as a Filing User constitutes consent to electronic service of all documents in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

When registering as an ECF Filing User, an attorney is certifying that he/she has completed the ECF tutorial on the Court’s web site or some other form of training. It is recommended that a PACER

¹Pursuant to the General Rules of the Judicial Panel on Mutlidistrict Litigation, any attorney of record in an action transferred under Section 1407 may continue to represent his or her client in any district court of the United States to which such an action is transferred; therefore, parties are not required to obtain local counsel in the district to which such action is transferred.

(Public Access to Court Records) account be established, which can be accomplished by visiting the PACER website at <http://pacer.psc.uscourts.gov>. After verification, the Filing User will receive an electronic notification of the user login and password. It is important to remember that all ECF login names and passwords are case sensitive. A Filing User shall protect the security of the User's password and immediately notify the court's Help Desk if the Filing User suspects that the password has been compromised.

A Filing User will promptly notify the court if there is a change in personal data, such as name, e-mail address, telephone number, etc., as required under Local Civil Rule 10.1.

The E-Filing Registration Form includes a field for the user's email address. This email address is essential in order to receive Notices of Electronic Filing. It can be the user's business or personal email address. The registration form also includes a space for a secondary e-mail address. This can be an email address for another person designated to receive these Notices. If you change the email address for receiving Notices of Electronic Filing, notify the Clerk's Office promptly by email to ecfchange@njd.uscourts.gov

An applicant can register on-line or can return the completed and signed registration form to the Clerk's Office, United States District Court for the District of New Jersey, ATTN: ECF Registration, 402 East State Street, Room 2020, Trenton, NJ 08608.

Pro se Parties - A party who is not represented by counsel must file papers with the clerk in paper form without a disk or CR-ROM.

PACER Registration

It is recommended that ECF Filing Users have a PACER (Public Access to Electronic Records) account. PACER is a fee for use service offered by the Administrative Office of the United States Courts. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

ECF Training

Before becoming a Registered User, individuals must certify they have completed some form of ECF Training. The District of New Jersey offers the following ECF training:

- 1) Training classes are held at the courthouses in Camden, Trenton and Newark. The training is conducted by the Clerk's Office and you may obtain the training schedule by visiting the court's web site at www.njd.uscourts.gov or by calling the Clerk's Office and requesting a copy;
- 2) ECF Tutorial - Computer-based training available online at the court's web site at www.njd.uscourts.gov.
- 3) On-site training may be conducted at an eligible law firm and can be arranged through the

Clerk's Office. To register for class training or arrange on-site training please contact the Court's Training Department at (609)989-0570.

4) We strongly recommend that Filing Users practice in the "training" ECF database before filing documents in the "live" ECF data base. Instructions for access to the training data base, and training user names and logins are posted on the court's website.

Consequences of Electronic Filing

Electronic transmission of a document to the Electronic Filing System in accordance with the Electronic Case Filing Policies and Procedures, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court, and constitutes entry of the document on the docket kept by the clerk under Fed.R.Civ.P. 58 and 79 and Fed.R.Crim.P. 49 and 55.

Before filing a scanned document with the court, a Filing User must verify its legibility.

When a document has been filed electronically, the official record of that document is the electronic recording as stored by the court, and the filing party is bound by the document as filed. A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing from the court.

Filing a document electronically does not alter the filing deadline for that document. Electronic filing must be completed before midnight Eastern time in order to be considered timely filed that day. In accordance with Rule 6(e) of the Federal Rules of Civil Procedure and Rule 45(c) of the Federal Rules of Criminal Procedure, service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to respond.

Entry of Court Orders and Related Papers

All orders, decrees, judgments, and proceedings of the court entered or issued by the court will be filed in accordance with the Electronic Filing Policies and Procedures, and such filing shall constitute entry on the docket kept by the clerk under Fed.R.Civ.P. 58 and 79 and Fed.R.Crim.P. 55.

All orders will be filed electronically by the court or court personnel. An order filed electronically without the original signature of a judge, but with a "s/" designation on the signature line above the Judge's name, shall have the same force and effect as if the judge had affixed a signature to a paper copy of the order and the order had been entered on the docket in a conventional manner.

The assigned judge or the clerk's office, if appropriate, may grant routine orders by a text-only docket entry for which a Notice of Electronic Filing will be generated. In such cases, no PDF document will be issued, and the text-only entry shall constitute the court's only order on the matter.

A Filing User submitting a proposed order to a motion should submit the document as an electronic attachment to the motion. Any other type of proposed order or proposed document must be

submitted directly to chambers. Filing Users should contact chambers to determine how the proposed document should be submitted (i.e., via email or in paper form.)

Notice of Court Orders and Judgments

Immediately upon the entry of an order or judgment in an action, the clerk will transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed.R.Civ.P. 77(d) and Fed.R.Crim.P. 49(c).

Signatures

Attorney Signatures

The user login and password required to submit documents to the Electronic Filing System serve as the Filing User's signature on all electronic documents filed with the court. They serve as the signature for purposes of Fed.R.Civ.P.11, all other Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of this court, and any other purpose for which a signature is required in connection with proceedings before the court.

An electronically filed document, or a document submitted on disk or CD-ROM, and in compliance with Local Civil Rule 10.1 and 11.1, must include a signature line with "s/", as shown below.

s/ Jennifer Doe

No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

Multiple Signatures

A document requiring signatures of more than one party must be filed electronically either by: (1) submitting a scanned document containing all necessary signatures; or (2) in any other manner approved by the court.

Non-Attorney Signatures

A document requiring the signature of a non-attorney must be filed electronically by: (1) submitting a scanned document containing all necessary signatures; or (2) in any other manner approved by the court.

Service of Documents by Electronic Means

- A. **Service of process** - Nothing in this User Guide or the Electronic Filing Policies and Procedures shall affect the manner of filing and service of complaints (including third-party

complaints) and the issuance and service of summonses, which in all civil actions shall continue to be filed, issued and served in paper form and in conformance with the Federal Rules of Civil Procedure and the Local Rules of the this Court.

B. Other Types of Service

1. Filing User

Upon the electronic filing of a pleading or other document, the court's Electronic Filing System will automatically generate and send a Notice of Electronic Filing to all Filing Users associated with that case. Transmission of the Notice of Electronic Filing constitutes service of the filed document.

The Notice of Electronic Filing includes the time of filing, the name of the party and attorney filing the document, the type of document and the text of the docket entry, with an electronic link (hyperlink) to the filed document, allowing anyone receiving the notice electronically to retrieve the documents automatically. If the Filing User becomes aware that the Notice of Electronic Filing was not transmitted successfully to a party, or that the notice is deficient, e.g., the electronic link to the document is defective, the filer shall serve the electronically filed document by e-mail, hand, facsimile, or by first class postage prepaid mail immediately upon notification of the deficiency of the Notice of Electronic Filing.

The submission of the Registration Form to the Court constitutes consent to service of all papers via the Court's Electronic Filing System as provided in Fed.R.Civ. P. 5(b) and 77(d), and the "Notice of Electronic Filing" that is automatically generated by the court's Electronic Filing System constitutes service of the filed document on Filing Users.

A certificate of service must be included with all documents filed electronically. The certification must indicate how service was accomplished i.e., electronically and/or other means as provided in Fed. R.Civ. 5(b).

2. Non ECF Filer

A Non ECF Filer is entitled to receive a paper copy of any electronically filed document from the party making such filing. Service of such paper copy must be made according to the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court. It is the responsibility of Filing Users to send paper copies of the document **and the Notice of Electronic Filing** to attorneys who are non ECF filers and pro se parties.

C. Time to Respond Under Electronic Service

In accordance with Rule 6(e) of the Federal Rules of Civil Procedure and Rule 45(c) of the Federal Rules of Criminal Procedure, service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to respond.

Retention Requirements

A document that is electronically filed and requires an original signature other than that of the Filing User must be maintained in paper form by counsel and/or the firm representing the party on whose

behalf the document was filed until one year after all periods for appeals expire. Such papers in criminal cases shall be retained by the United States Attorney. On request of the court, the ECF Filing User or law firm must provide the original document.

Preparation

Setting Up Adobe Acrobat PDF Reader

A Filing User must install Adobe's Acrobat or Acrobat Reader in order to view documents that have been electronically filed with the Clerk's Office. Depending on your word processing software's capabilities, a Filing User may need to install the full version of Adobe's Acrobat software to convert electronic files from their native word processing application format to Portable Document Format (PDF). All documents must be converted to PDF format before filing them electronically with the court. After installing these products, review and follow Adobe's directions for using Acrobat or Acrobat Reader.

Portable Document Format

Only documents in PDF format may be filed with the Court using its ECF System. Before filing a document with the Court, users should preview the actual PDF document to ensure it is complete, in the proper format and contains the .pdf extension.

Viewing a PDF Document

Open Adobe Acrobat or Acrobat Reader

Select **[File]** on the menu bar and choose **[Open]** from the drop-down window.

Click on the location and file name of the PDF document you wish to view.

Acrobat loads the file and displays it on your screen. Verify this is the document you wish to send.

If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move around within the document.

Click on the **View** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

Converting Electronic Documents to PDF Format

You must convert all documents to PDF format before submitting them to the Court through its Electronic Case Filing (ECF) system. This conversion process requires Adobe Acrobat or word

processing software with PDF conversion capabilities. It is highly recommended that original documents are created with **Times New Roman** font, this will produce the best printed results.

When using Adobe to convert documents to PDF format do **NOT** turn on any security features.

When using Adobe 6 please configure Distiller to be Adobe 5 compatible.

Open Adobe Acrobat.

Click on **Tools** on the menu bar.

Select **Distiller** from the menu.

Click on **Settings**.

Select **Job Options** from the menu.

Change Compatibility to '**Acrobat 5.0 (PDF1.4)**'

For all versions of Microsoft Word, all Microsoft Office products, versions of WordPerfect below Version 9

Install Adobe Acrobat on your computer.

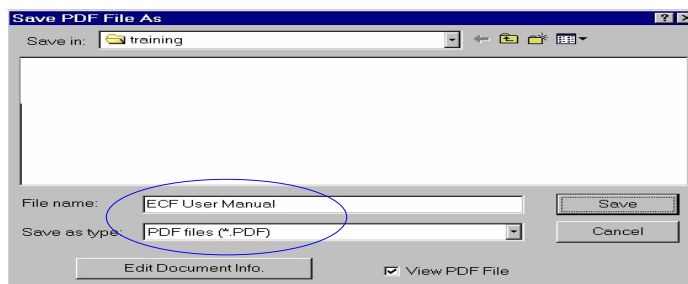
In your word processing application, open the document you wish to convert.

Select **[Print]** from the menu bar. Within the *Current Printer* field of *Printer* window, select the option to change the selected printer. A drop-down menu opens and a list of choices is displayed.

Select *Adobe PDF Distiller*.

Click **[OK]** to “print” the file. Instead of the file printing to your printer, the following window opens. See Figure 1.

Figure 1



Name the document, verify the “saved file type” is .pdf , and click the **[Save]** button.

Your document is now saved as a PDF file and will be uploaded to ECF later in the filing process.

Alternately, you can publish documents to PDF using WordPerfect feature “Publish to PDF”.

Basics

User Interactions

A User will normally interact with the Electronic Case Filing (ECF) system in three ways.

1. Entering information in data fields
2. Mouse-clicking on hyper links
3. Selecting command buttons to direct system activities

Conventions used in this manual:

User data entry is shown enclosed in angle brackets: **<data entry>**

Hyperlinks are displayed in **underlined bold face type**.

Command buttons appear in **[bracketed bold face type]**.

Incorrectly Filed Documents/Documents Filed in Error

A document incorrectly filed in a case may result from:

- a) posting the wrong PDF file to a docket entry;
- b) selecting the wrong document type from the menu; or
- c) entering the wrong case number and not discovering the error before completing the transaction.

Once a document is filed electronically, corrections to the docket can only be made by the Clerk's Office. The System will not permit the filing party to make changes to the document or docket entry once the transaction has been accepted. Only upon an Order of the Court can a document be removed or withdrawn from the ECF System.

For assistance telephone the ECF Help Desk, as soon as possible after an error is discovered, at one of the following numbers:

Camden - Toll Free 1-866-726-0726 or 1-856-757-5285

Newark - Toll Free 1-866-208-1405 or 1-973-645-5924

Trenton - Toll Free 1-866-848-6059 or 1-609-989-2004

OR

Contact the court via e-mail at ecfhelp@njd.uscourts.gov.

You will need to provide the case and document number for the document in question. The Clerk's Office will not make corrections or delete the Filing User's submission except to enter a notation on the docket "Clerk's Office Quality Control Message" You will be advised if you need to re-file the document or petition the court for other appropriate relief.

Viewing Transaction Log

This feature, selected from the Utilities menu allows you to review all transactions ECF has processed under your login and password. If you believe or suspect someone is using your login and password without your permission, contact the Court as soon as possible.

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter the address, www.njd.uscourts.gov When the court's web page opens, click on the **Electronic Filing Info** hyperlink.

Note: The ECF User Manual is best viewed using Version 6 of Adobe Acrobat Reader. The electronic version of the User Manual contains bookmarks to help you navigate quickly from one section to another. This book marking feature can be viewed only with Acrobat Reader 6.0. Users can download a free copy of Acrobat Reader 6.0 from Adobe's web site at <http://www.adobe.com>

Entering the ECF System

This section of the User Manual provides instructions for entering the Electronic Case Filing System (ECF). You may enter the system by going to the Court's web page at www.njd.uscourts.gov and clicking on the **Electronic Filing System** hyperlink. After clicking on the **Electronic Filing System** hyperlink, click on the District of New Jersey [Live] Document Filing System hyperlink. Alternatively, Filing Users may enter the ECF System directly by typing in the following URL into the location field of their ECF-compatible web browser

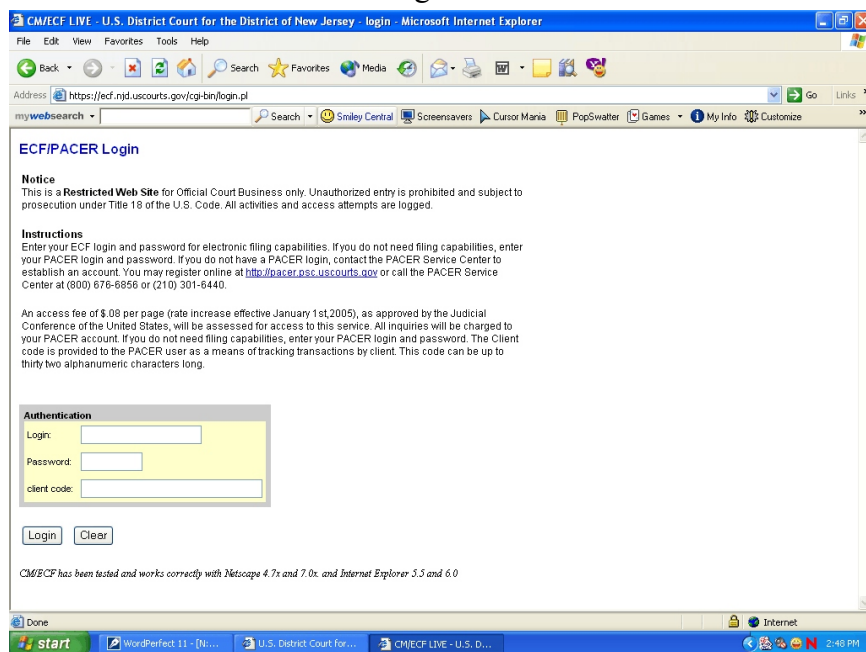
<http://ecf.njd.uscourts.gov>

This URL connects you directly to the Court's ECF Screen.

Logging In

The following are the instructions for logging into the ECF system. You should have already received a login and password when you registered for electronic filing. If you have not been contacted by the Clerk's Office with a login and password, you are not yet officially registered in ECF. Please contact the Help Desk for assistance. Figure 2 depicts the login screen.

Figure 2



Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are **case sensitive**.

Note: Use your ECF login and password if you are entering the system to file a document. If you only wish to enter ECF to query the database for case information or to view a document, enter your PACER login and password. A fee increase from .07 cents per page to .08 cents per page for public access to court electronic records (PACER) was approved by the Judicial Conference of the United States at its September 2004 session, this fee increase became effective 1/1/05. The charge is for viewing, printing, and/or downloading case documents and dockets. The maximum amount you will be charged is \$2.40 or 30 pages viewed, printed, or downloaded.

If login fails, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

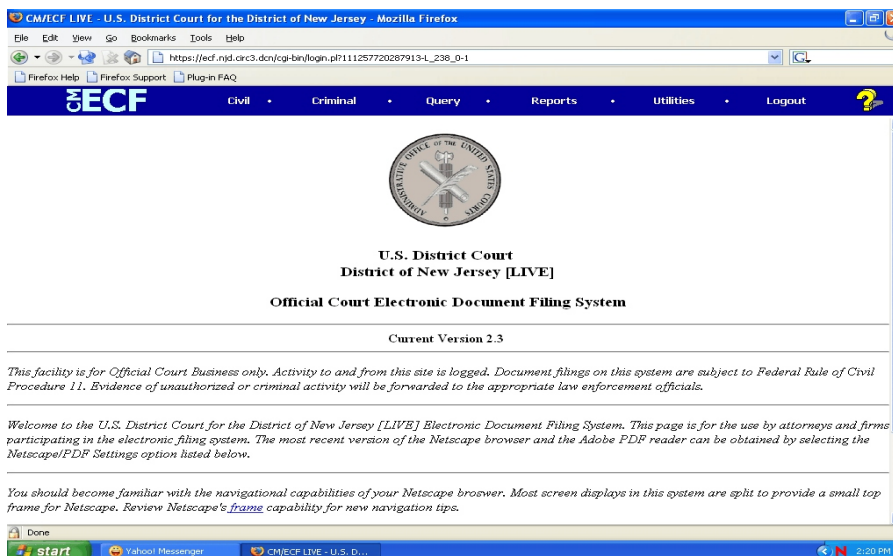
If the ECF system does not recognize your login and password, it will display the following error message on the screen.

Login failed either your login name or key is incorrect.

Click on the browser [**Back**] button and re-enter your correct login and password.

After ECF accepts your login and password, the main ECF screen with a **blue** functional selection bar at the top will be displayed. See the Figure 3.

Figure 3



Note: The date and time *you last logged onto the system* appears at the bottom left corner of this screen. You should review this information each time you login. If you believe that the date and time you last logged in are incorrect, or you suspect an unauthorized party is using your login and password, contact the Court as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the **Blue** menu bar at the top of the opening screen.

Civil - Select **Civil** to electronically file all civil and miscellaneous case pleadings, motions, and other court documents. If filing in a miscellaneous case be sure to select “mc” as the case type.

Criminal - Select **Criminal** to electronically file all criminal case pleadings, motions, and other

criminal court documents.

Query - Select **Query** to search ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You will be prompted to login to **PACER** before you can query ECF.

Reports - Choose **Reports** to retrieve cases-filed reports and docket sheets. You will be prompted to enter your **PACER** login and password before you can view an ECF report.

Utilities - View your personal ECF transaction log in the **Utilities** area of ECF.

Logout - Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

Civil Events Feature

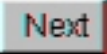
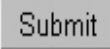
Filing Users will use the Civil Events feature of ECF to electronically file and docket with the Court a variety of pleadings, motions, and other documents for civil cases.

General Rules and Manipulations

Manipulating the Screens

Each event screen has two buttons associated with data entry:

Use the  button to remove **all** characters entered in its associated field or box.

Use the  button or the  button to accept entered data, display the next data-entry screen and commit and finalize your transaction.

Correcting a Mistake

Figure 4



Use the **[Back]** button on the browser toolbar to retrieve the previous screen to correct data entry errors. Only the Clerk's Office can make changes or corrections to documents that have already been transmitted to the court. You may use the **[Back]** button of your browser to correct data entry until you see the following warning message:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Once you click on the **[Next]** button after seeing this message you will have no further opportunity to go back and correct any mistakes. Once a document is filed electronically corrections to the

docket can only be made by the Clerk's Office. The Clerk's Office will not make corrections or delete a Filing User's submission except to make a notation on the docket "Clerk's Office Quality Control Message. You will be advised if you need to re-file the document or petition the court for other appropriate relief.

Filing a Civil Complaint

Civil Complaints shall be filed by hard copy in the traditional manner on paper. To file a new case, you should submit to the Clerk's Office:

- One (1) paper copy of the Complaint or other initiating document along with any attachments and/or motions or other documents being filed at the same time.
- One (1) paper copy of the Civil Cover Sheet (a PDF version of the Civil Cover Sheet is not required).
- A 3 ½ inch disk or CD Rom containing a PDF version of the complaint or other initiating document(s) and any attachments, and/or motions or other documents being filed at the same time.
- Payment of the filing fee in the amount of \$ 250.00

The Clerk's Office will open the case in ECF, and electronically file and docket the complaint or other initiating document and any other documents submitted. You will be electronically notified of the filing of the complaint. The Clerk's Office will issue submitted summons. The paper summons will be returned to you for service. The official court document will be the PDF version electronically filed.

How To File Documents in Civil, Criminal and Miscellaneous Cases

There are nine basic steps for filing a pleading and/or document in ECF.

Select the Case Type from the blue menu bar at the top of your screen (Civil or Criminal).

Select the type of Event to file (e.g. motion, etc.).

Enter the case for which the pleading or document is being filed.

Designate the parties for whom the pleading or document is being filed.

Specify the PDF document to file.

Add attachments, if any, to the document being filed.

Modify docket text as necessary.

Submit the pleading or document to ECF.

Receive notification of docketing.

After successfully logging into ECF, follow these steps to file a pleading.

For purposes of describing the Electronic Filing process and the ECF screens, this section of the User Manual describes the process for filing a Motion in ECF.

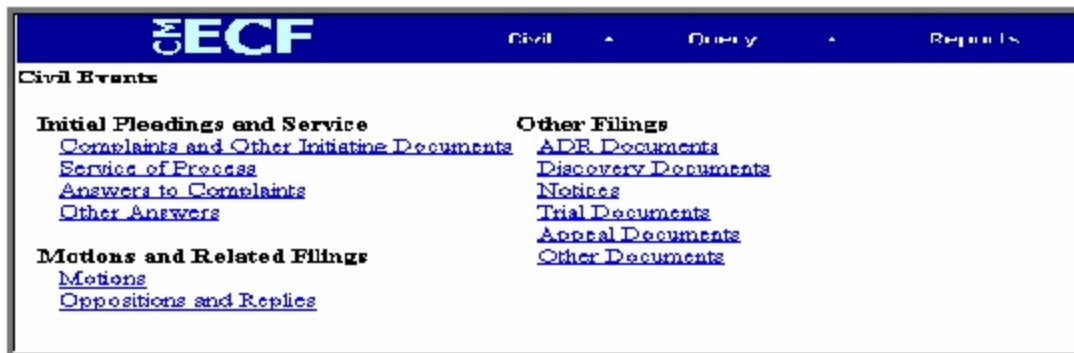
1. Select the Type of Civil Event that is being filed.



Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

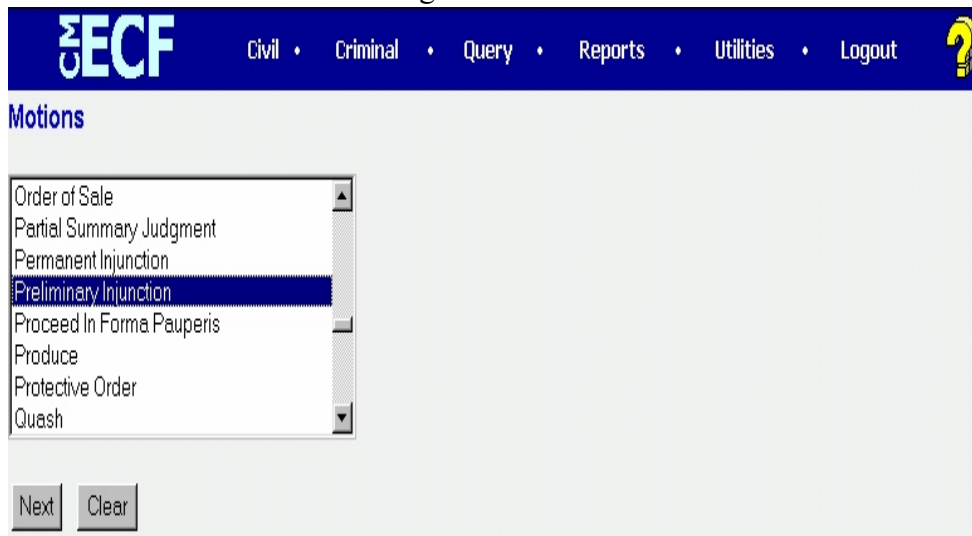
Click on **Motions** under **Motions and Related Filings**.

Figure 5



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 6. Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, highlight the appropriate motion event and click the [NEXT] button.

Figure 6



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the word "Motions" is displayed. A dropdown menu is open, showing a list of legal motions: Order of Sale, Partial Summary Judgment, Permanent Injunction, Preliminary Injunction (which is highlighted), Proceed In Forma Pauperis, Produce, Protective Order, and Quash. At the bottom of the dropdown menu are two buttons: "Next" and "Clear".

Tip: Type the first letter of the event you wish to select and ECF will scroll to the first pleading beginning with the letter that you typed.

Note: To select more than one event, press and hold down the **Ctrl** key, and click on each of the desired forms of relief.

2. Locate the Case for Which the Document is Being Filed

A new Motions screen opens with a Case Number field. See Figure 7. Enter the number of the case for which you are filing a motion and click on the **[NEXT]** button. Examples of acceptable formats for the entry of case numbers are listed to the right of the Case Number field.

If the number is entered incorrectly, click the **[CLEAR]** button to re-enter. When the case number is correct, click on the **[NEXT]** button.

Figure 7

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions". A form is displayed with a label "Case Number" above a text input field containing "02-555". To the right of the input field, a yellow box lists acceptable case number formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

Note: If the case number you are filing in is 1:02cv555, you can enter the case number in any of the following formats:

02-555

02cv555

1:02-cv-555

1-02-cv-555

1:02cv555

Note: ECF defaults to the last case in which you worked. Ensure the proper case number is entered in this field to avoid filing your document to the wrong case. The case number format is Year-Number. The case type is not needed. If ECF finds a civil and criminal case with the same number it will list both cases. You will need to select the appropriate case number.

If you submit a case number that is formatted incorrectly, ECF will display an error message advising you of the correct format for entering the case number.

Click **[OK]** to acknowledge and close the error message. Click on the **[CLEAR]** button on the screen and re-enter the case number in the correct format.

Click on the **[NEXT]** button.

3. Designate the Parties for Whom the Document is being filed.

A screen with a list of parties in the case is displayed. See Figure 8 below.

Figure 8



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions". Under "Motions", there is a link for "3:02-cv-00555-TIV Calpin v. Terruso". The main area is titled "Select the filer." and "Select the Party:". Below this is a list box containing two entries: "Calpin, Kevin [Plaintiff]" and "Terruso, Lou [Defendant]". The first entry is highlighted. To the right of the list box is a link that says "Add/Create New Party". At the bottom of the screen are two buttons: "Next" and "Clear".

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the **CTRL KEY** while pointing and clicking on each party in the group.

After highlighting the parties filing the motion, click on the **[NEXT]** button.

Create Attorney/ Party Association

The first time you file a document on behalf of a party you will be asked to associate yourself with that party. Place a ✓ in the box located in front of the party's name. See Figure 20.

You can place a ✓ in the box before the word LEAD if you wish

A ✓ will be automatically placed in the box before the word NOTICE.

PLEASE LEAVE THE ✓ BEFORE THE WORD **NOTICE** OR YOU WILL NOT RECEIVE NOTICES OF ELECTRONIC FILING WHEN DOCUMENTS ARE FILED IN THE CASE.



4. Specify the PDF Document to File

Note: It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.

ECF accepts the party or parties you selected and displays a new screen. See Figure 9. ECF displays a field for locating and entering the PDF file of the document you are filing.

Figure 9

ECF Civil • Criminal •

Motions

[3:02-cv-00555-TIV Calpin v. Terruso](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

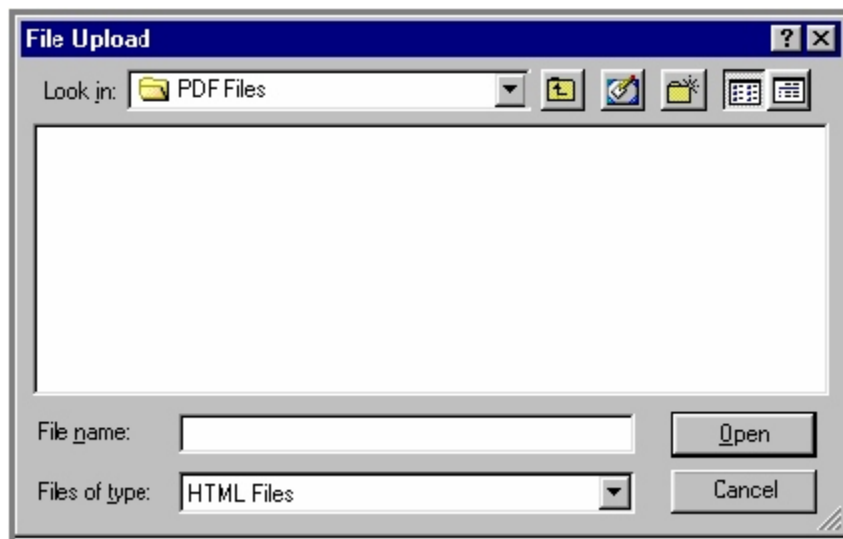
Browse...

Attachments to Document: ☒ No ☐ Yes

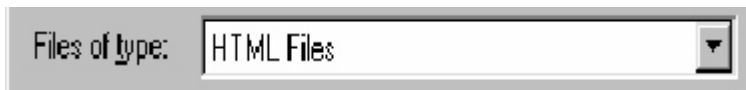
Next **Clear**

Click on the **[Browse]** button. ECF opens the screen depicted in Figure 10 below.

Figure 10



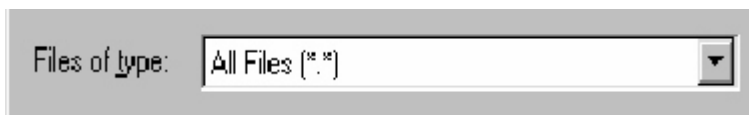
Change the Files of type from:



to



or

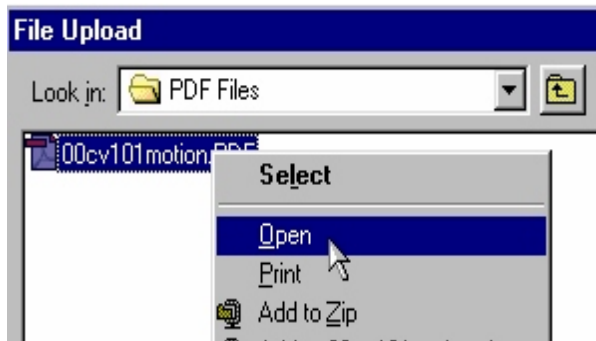


Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file.

Highlight the file to upload it to ECF.

Note: To verify you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[Open]**. See Figure 11. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.

Figure 11



Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. See Figure 12.

Figure 12

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, Query. Below the header, the page title is "Motions" and the case name is "3:02-cv-00555-TIV Calpin v. Terruso". The main content area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label. The filename field is highlighted with a red oval and contains the text "C:\My Documents\PDF\3_02_cv_555.pdf". To the right of the field is a "Browse..." button. Below the filename field is the "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Note: Ensure the highlighted file name appears in the **File name** field on the screen.

If there are no attachments to the document, click on **[Next]**.

In the event you selected a highlighted file that is not in PDF format, ECF will display the error message depicted in Figure 13, after you click on the **[Next]** button. ECF will not permit you to file a document that is not in PDF format.

Figure 13

The screenshot shows the ECF interface with the same header and case information as Figure 12. The main content area displays an error message: "ERROR: Document is not a well-formed PDF document (no further information is available)." Below the error message is a "Back" button.

Click on the **[Back]** button and ECF will return to the previous screen. Select and highlight the PDF file and proceed as before.

Failure to Select a Document to File

If you fail to select a document to file, ECF will display the error message depicted in Figure 14.

Figure 14



If you click **[OK]** on the screen depicted above, ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

If you do not have attachments to the document you are filing, select **[No]**. Click on **[Next]** and proceed to **Section 6 - Refining the Docket Text**.

Page Limits

If a file exceeds 2MB it must be split into smaller files, the following are suggested:

1. Word Processing Documents Converted to PDF
Documents created with a word processing program such as WordPerfect or Microsoft Word and correctly converted or published to PDF format will generally be smaller than a scanned document. To create a compact PDF file, use the following setting on your word processing software:
 - A. The output should be in Grayscale. Color will make the document larger.
 - B. Use **Basic Font Sets** and **Not Embedded Fonts**
2. Scanned Documents - Documents scanned to PDF are generally much larger than those created using a word processing system. If graphs or color photos are included, one page may exceed the 2MB size limit.
 - A. Your scanner output should be set to **Not to Exceed 200 DPI Resolution**.
 - B. Color scanning should not be included at all. Again, use **Grayscale**.A 50 page document scanned to PDF will most likely equal 2 MB.
3. To verify that the size of a document is below the 2MB limit, right-click on the PDF document to open a **Quick Menu**. Select **Properties**. This will open a window that provides file size information. If the file size is less than 2MB, (1024KB equals 1MB) it can be filed electronically. If it is more than 2MB, it will need to be divided into two or more files, with each file being 2MB or less.

Note: ECF defaults to the last case in which you worked. Ensure the proper case number is entered in this field to avoid filing your document to the wrong case. The case number format is Year-Number. The case type is not needed. If ECF finds a civil and criminal case with the same number it will list both cases. You will need to select the appropriate case number.

If you submit a case number that is formatted incorrectly, ECF will display an error message advising you of the correct format for entering the case number.

Click **[OK]** to acknowledge and close the error message. Click on the **[CLEAR]** button on the screen and re-enter the case number in the correct format.

Click on the **[NEXT]** button.

3. Designate the Parties for Whom the Document is being filed.

A screen with a list of parties in the case is displayed. See Figure 8 below.

Figure 8



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions". Under "Motions", there is a link for "3:02-cv-00555-TIV Calpin v. Terruso". The main area is titled "Select the filer." and "Select the Party:". Below this is a list box containing two entries: "Calpin, Kevin [Plaintiff]" and "Terruso, Lou [Defendant]". The first entry is highlighted. To the right of the list box is a link that says "Add/Create New Party". At the bottom of the screen are two buttons: "Next" and "Clear".

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the **CTRL KEY** while pointing and clicking on each party in the group.

After highlighting the parties filing the motion, click on the **[NEXT]** button.

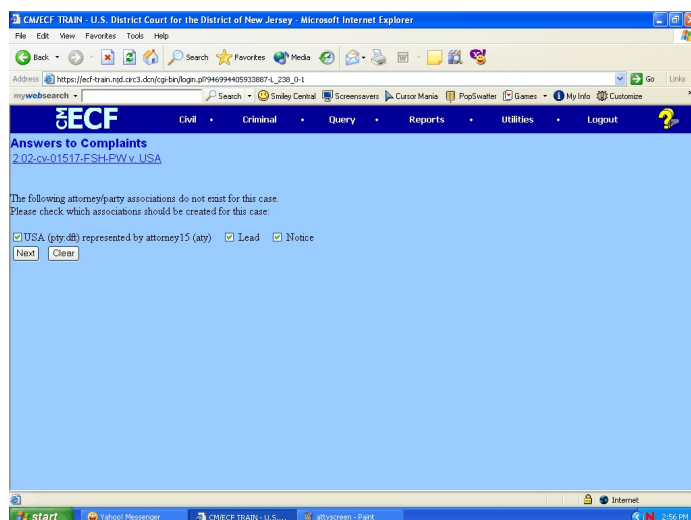
Create Attorney/ Party Association

The first time you file a document on behalf of a party you will be asked to associate yourself with that party. Place a ✓ in the box located in front of the party's name. See Figure 20.

You can place a ✓ in the box before the word LEAD if you wish

A ✓ will be automatically placed in the box before the word NOTICE.

PLEASE LEAVE THE ✓ BEFORE THE WORD **NOTICE** OR YOU WILL NOT RECEIVE NOTICES OF ELECTRONIC FILING WHEN DOCUMENTS ARE FILED IN THE CASE.

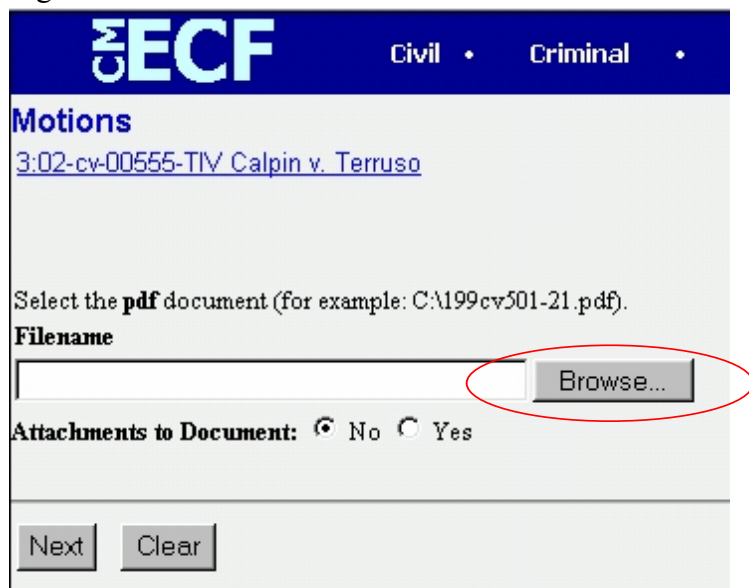


4. Specify the PDF Document to File

Note: It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.

ECF accepts the party or parties you selected and displays a new screen. See Figure 9. ECF displays a field for locating and entering the PDF file of the document you are filing.

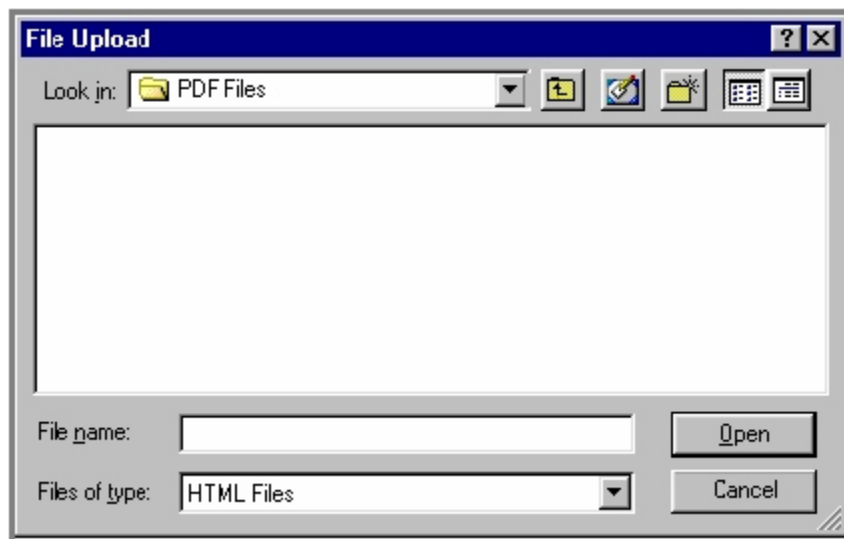
Figure 9



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for "Civil" and "Criminal". Below the header, the page is titled "Motions". A link "3:02-cv-00555-TIV Calpin v. Terruso" is displayed. The main instruction reads: "Select the **pdf** document (for example: C:\199cv501-21.pdf).". Below this, there is a "Filename" label followed by a text input field and a "Browse..." button. The "Browse..." button is circled in red. Underneath the input field, there is a section for "Attachments to Document:" with two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form, there are two buttons: "Next" and "Clear".

Click on the **[Browse]** button. ECF opens the screen depicted in Figure 10 below.

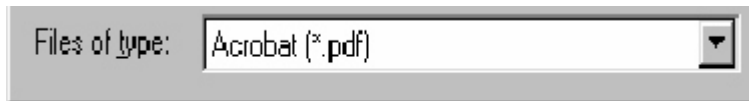
Figure 10



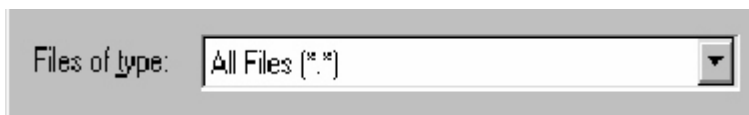
Change the Files of type from:



to



or

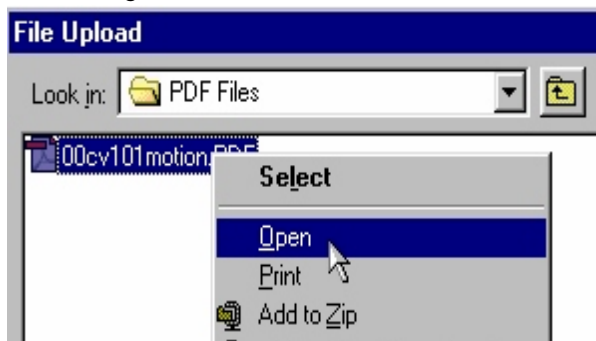


Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file.

Highlight the file to upload it to ECF.

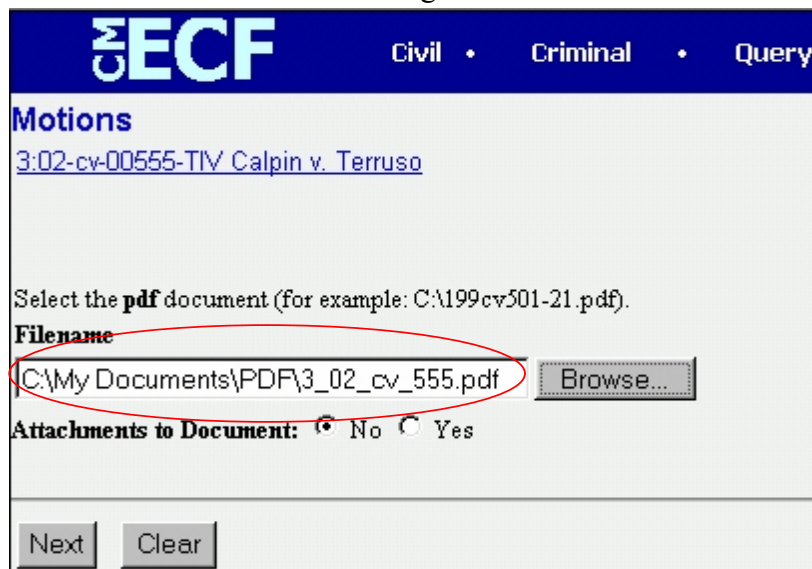
Note: To verify you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[Open]**. See Figure 11. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.

Figure 11



Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. See Figure 12.

Figure 12



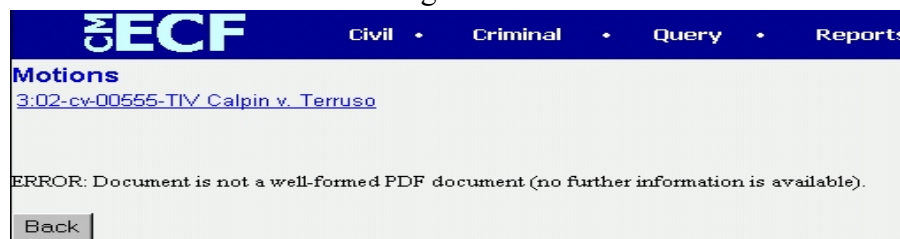
The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, and Query. Below the header, the page is titled "Motions" and shows the case name "3:02-cv-00555-TIV Calpin v. Terruso". A text prompt asks the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this, there is a "Filename" label and a text input field containing the path "C:\My Documents\PDF\3_02_cv_555.pdf". A red oval highlights the filename text. To the right of the input field is a "Browse..." button. Below the filename field, there is a section labeled "Attachments to Document:" with two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Note: Ensure the highlighted file name appears in the **File name** field on the screen.

If there are no attachments to the document, click on **[Next]**.

In the event you selected a highlighted file that is not in PDF format, ECF will display the error message depicted in Figure 13, after you click on the **[Next]** button. ECF will not permit you to file a document that is not in PDF format.

Figure 13



The screenshot shows the ECF interface with the same header and case information as Figure 12. However, instead of the filename field, an error message is displayed: "ERROR: Document is not a well-formed PDF document (no further information is available)." Below the error message is a single button labeled "Back".

Click on the **[Back]** button and ECF will return to the previous screen. Select and highlight the PDF file and proceed as before.

Failure to Select a Document to File

If you fail to select a document to file, ECF will display the error message depicted in Figure 14.

Figure 14



If you click **[OK]** on the screen depicted above, ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

If you do not have attachments to the document you are filing, select **[No]**. Click on **[Next]** and proceed to **Section 6 - Refining the Docket Text**.

Page Limits

If a file exceeds 2MB it must be split into smaller files, the following are suggested:

1. Word Processing Documents Converted to PDF
Documents created with a word processing program such as WordPerfect or Microsoft Word and correctly converted or published to PDF format will generally be smaller than a scanned document. To create a compact PDF file, use the following setting on your word processing software:
 - A. The output should be in Grayscale. Color will make the document larger.
 - B. Use **Basic Font Sets** and **Not Embedded Fonts**
2. Scanned Documents - Documents scanned to PDF are generally much larger than those created using a word processing system. If graphs or color photos are included, one page may exceed the 2MB size limit.
 - A. Your scanner output should be set to **Not to Exceed 200 DPI Resolution**.
 - B. Color scanning should not be included at all. Again, use **Grayscale**.A 50 page document scanned to PDF will most likely equal 2 MB.
3. To verify that the size of a document is below the 2MB limit, right-click on the PDF document to open a **Quick Menu**. Select **Properties**. This will open a window that provides file size information. If the file size is less than 2MB, (1024KB equals 1MB) it can be filed electronically. If it is more than 2MB, it will need to be divided into two or more files, with each file being 2MB or less.

If you have attachments to your document, select **[Yes]** after Attachments to Documents. See Figure 15.

Figure 15

Motions
2:02-cv-01517-FSH-PW v. USA

Date document filed (mandatory)
11/3/2003

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
C:\Notice of Motion.pdf

Attachments to Document: ☐ No ☒ Yes

Click on **[Next]** and proceed to Section 5, **"How to Add Attachments to Documents Being Filed"**.

5. Filing Attachments and Exhibits

A Filing User must submit in electronic form all documents referenced as exhibits or attachments, including briefs, in accordance with the guidelines set forth in this User Manual. A Filing User shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. The court may require parties to file additional excerpts or the complete document.

The Clerk's Office strongly recommends creating documents that are being electronically filed with a word processing software package (e.g., Word or WordPerfect) and converting them into PDF rather than scanning the documents. Scanning the document creates a much larger file.

How to Add Attachments and Exhibits To Documents Being Filed

If you acknowledged the need to attach documents to the document during the previous step, a new screen appears as depicted in Figure 16.

Figure 16

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[3:02-cv-00555-TIV Calpin v. Terruso](#)

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Click on [**Browse**] to search for the document file name of the attachment.

Navigate to the correct directory on your system to select the PDF document you wish to file.

Highlight the file you wish to attach. Double-click on the selected document or click the Open button.

Note: Ensure the highlighted file name appears in the **Filename field** on the screen.

Next to the field for Attachment **Type**, click on the arrow and ECF opens a drop-down screen. Highlight the type of attachment from the displayed selection.

If you wish to describe the attachment in greater detail, click on the description box and type a clear and concise description of the attachment.

Click on [**Add to List**].

Repeat the sequence for each additional attachment.

After adding all the desired PDF documents as attachments, click on **[Next]**.

The previous screen closes and ECF opens a new window as depicted in Figure 18.

Example - Proposed Orders

A proposed order shall be electronically filed as an attachment to a motion electronically filed and should be described as such by using the drop-down box and selecting "**Text of Proposed order**".

Figure 17

The screenshot shows a web interface for selecting attachments. At the top, it says "Select one or more attachments." followed by instruction "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)." Below this is a "Filename" label and a text input field containing "E:\PDFs\proposedo." with a "Browse..." button to its right. Instruction "2) At your option, select a document type and/or enter a description." is followed by a table with two columns: "Type" and "Description". The "Type" column has a dropdown menu with "Proposed Order" selected. The "Description" column has an empty text input field. Instruction "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." is followed by a list box containing "E:\PDFs\proposedo.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List". At the bottom left is a "Next" button.

ECF adds the selected document as an attachment to the motion. A new screen opens to display the file name of the newly attached document.

Repeat the sequence for each additional attachment.

After adding all the desired PDF documents as attachments, click on **[Next]**.

The previous screen closes and ECF opens a new window as depicted in Figure 18.

6. Refining Docket Text

Click on the button shown in Figure 18 to open a modifier drop-down list. You may select one of the words in the drop-down list or leave the field blank.

Click on the field next to the party's name and type a description of the document or leave it blank. The description entered will appear in the docket text.

Completing these text boxers is optional, provided the docket text is accurate

Click on the **[Next]** button to continue.

Figure 18

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions" with a link to "3:02-cv-00555-TIV Calpin v. Terruso". The main area displays "Docket Text: Modify as Appropriate." followed by a text entry field. The text entered is: "First MOTION for Preliminary Injunction to cease and desist from by Kevin Calpin . (Attachments: # (1) Proposed Order) (attorney,)". Below the text entry field are two buttons: "Next" and "Clear".

7. Submit Document for Filing

After verifying the docket text, click on the [Next] button. A new window appears with the docket text for the docket report. See Figure 19.

Figure 19

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions" with a link to "3:02-cv-00555-TIV Calpin v. Terruso". The main area displays "Docket Text: Final Text" followed by a text entry field. The text entered is: "First MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by Kevin Calpin. (Attachments: # (1) Proposed Order)(attorney,)". Below the text entry field is a red warning message: "Attention!! Pressing the NEXT button twice on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning message are two buttons: "Next" and "Clear".

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button on the browser toolbar to find the screen you wish to alter.

Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted in Figure 19 contains the following warning:
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

1. Clicking on any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected.
2. Clicking on the web browser **[Back]** button until you return to the desired screen.

8. Notice of Electronic Filing

ECF opens a new window displaying the Notice of Electronic Filing.

The screen will provide confirmation that ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

The Notice of Electronic Filing screen contains a hyperlink to the filed document. Clicking on the document number on the Notice of Electronic Filing screen will allow you to view the filed document. The Filer is allowed one “free” look at the document to verify it was filed properly.

The Notice of Electronic Filing screen also contains a hyperlink to the docket sheet. Clicking on the docket number on the Notice of Electronic Filing screen will allow you to view the docket sheet.

The court strongly urges that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

Note: The **Notice of Electronic Filing** represents your electronic file stamp, you may want to copy it to a file on your network or your computer's hard-drive, print it and/or retain a hard copy in your office file.

Select **[Print]** on the browser toolbar to print the document receipt.

Select **[File]** on the browser menu bar, choose **Save As. . .** from the drop-down window to save the receipt to a file on your network or the hard drive of your computer.

The **Notice of Electronic Filing** displays the names and e-mail addresses of the attorneys who have registered as ECF Filing Users and will receive electronic notice of the electronically filed document. Transmission of the Notice of the Notice of Electronic Filing constitutes service of the filed document on Filing Users. The Notice also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered for electronic notification.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** via email to the designated attorneys who have registered as ECF Filing Users. Filing Users who receive electronic notification of the filing are permitted “**one free look**” at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The one “free look” will expire 15 days from the date the Notice of Electronic Filing was transmitted. The court strongly urges that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

Reminder: It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered as ECF Filing Users. A certificate of service must be included with all documents filed electronically. The certification of service must indicate how service was accomplished i.e., electronically and/or other means as provided in Fed. R. Civ. 5(b).

Add/Create a New Party

In some instances you will be required to add a party to the ECF System. For example, when filing an answer if you checked that you are filing a counterclaim, cross-claim, or third party complaint, you will be prompted to select the party against whom you are filing.

Figure 21

Answers to Complaints
2:02-cv-01517-FSH-PW v. USA

☐ Does this filing include a **counterclaim** ? (If yes, click on the box)

☐ Does this filing include a **cross-claim** ? (If yes, click on the box)

☐ Does this filing include a **third-party** complaint? (If yes, click on the box)

Current Jury Demand value is highlighted on a subsequent screen.
If the highlighted value is correct, do NOT change it.

+ If ONLY PLAINTIFF has demanded jury, value should be **p (Plaintiff)**

+ If ONLY DEFENDANT has demanded jury, value should be **d (Defendant)**

+ If BOTH sides have demanded jury, value should be **b (Both)**

If you are filing against a party already in the case, select the party from the list and click the **[Next]** button. If the party is not on the list, click on **Add/Create New Party**. The screen depicted in Figure 22 will appear.

Figure 22

ECF Civil

Search for a party

Last/Business name

You must first perform a search to see if the party you wish to add is already entered in the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**. All party names and party text should be entered in **ALL UPPER CASE LETTERS**.

Note: As with any database, before entering information into ECF, it is important to do a thorough search to be sure the information has not been entered previously. When searching for a party name, you may need to scroll down through the entire list to determine if the party name is already in the database. REMEMBER ALL PARTY NAMES AND PARTY TEXT SHOULD BE ENTERED IN ALL UPPER CASE LETTERS.

If the name you typed matches any entered in the ECF system, the next screen will display a list of party names that match.

If the name of the party you wish to add appears on the list, click on it to highlight it, and then click on **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**.

If a match is not found, or the party you wish to add does not appear in the list, click **[Create new party]**. This will bring up the party information screen. See Figure 23.

Figure 23

The screenshot shows a web form titled "Party Information" with a light blue background. The form contains the following fields and controls:

- Last name:** Text input field.
- First name:** Text input field.
- Middle name:** Text input field.
- Generation:** Text input field.
- Title:** Text input field.
- Role:** Dropdown menu with "Defendant (dft.pty)" selected.
- Pro se:** Radio button group with "no" selected.
- Prisoner Id:** Text input field.
- Office:** Text input field.
- Unit:** Text input field.
- Address 1:** Text input field.
- Address 2:** Text input field.
- Address 3:** Text input field.
- City:** Text input field.
- State:** Text input field.
- Zip:** Text input field.
- County:** Dropdown menu.
- Country:** Text input field.
- Phone:** Text input field.
- Fax:** Text input field.
- E-mail:** Text input field.
- Party text:** Text input field.
- Start date:** Text input field with "10/26/2003" entered.
- Buttons:** "Submit", "Cancel", and "Clear" buttons at the bottom.

The system will automatically fill in the last name field with the name for which you searched.

For an individual, fill out the **Last name**, **First name**, **Middle name**, and **Generation** (e.g., Jr., Sr.) fields as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click on the **[Submit]** button.

Note: It is not necessary to complete the **Title** field. Include titles or roles, such as Executor of..., in his capacity as..., Commission of ..., etc. in the **Party text** field.

For a business, agency or other entity, enter the entire name in the **Last name** field. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click on the **[Submit]** button.

Note: Exclude the words “**The**” from the entry and exclude all punctuation.

Example: The Smith Brothers, Inc.
Enter as: SMITH BROTHERS INC

REMEMBER ALL PARTY NAMES AND PARTY TEXT SHOULD BE ENTERED IN ALL CAPITAL LETTERS.

Linking Documents

Some documents should be “linked” to their related documents in the case. For example, the answer would be linked to the complaint. When filing certain types of documents, you will be asked if you wish to refer the document to an existing event. An “event” in ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click the **[Next]** button. You have the option of entering filed dates or document numbers if you would like to further narrow your search.

Figure 24

Service of Process:
2:02-cv-01517-FSH-PW v. USA

☐ **Refer to existing event(s)?**

Filed to

Documents to

The next screen prompts you to select the document(s) in the case that you want to link to. See Figure 25. Check the box in front of the document(s) you wish to link to and click the **[Next]** button.

Figure 25

Service of Process:
2:02-cv-01517-FSH-PW v. USA

Select the appropriate event(s) to which your event relates:

☐ 06/24/2002 7 ANSWER to Complaint, COUNTERCLAIM against ELAINE GUTTERREZ BARCO by USA. W/certf of service. (JB,) (Entered: 07/15/2003)

☐ 06/24/2002 8 THIRD PARTY COMPLAINT against ELAINE GUTTERREZ BARCO , filed by USA. (JB,) (Entered: 07/15/2003)

☐ 06/26/2002 9 Summons Issued as to ELAINE GUTTERREZ BARCO third party Defendant. (JB,) (Entered: 07/15/2003)

☐ 07/19/2002 10 SCHEDULING ORDER: Status Conference set for 7/19/2002 08:00 AM before Magistrate Judge Patty Shwartz. on 07/19/02. (JB,) (Entered: 07/15/2003)

Instructions for Filing a Substitution of Attorney

1. From the Civil Events menu under **Other Filings** click on **Other Documents**. Click on the arrow to reveal the Other Document events menu. Scroll through the menu and highlight **Substitution of Attorney**. Click **[Next]**.
2. Enter the number of the case for which you are filing the Substitution of Attorney and click **[Next]**. The system will display the case number and case caption. If correct, click **[Next]**.
3. Click on **[Browse]**. A File Upload screen will appear. Navigate to the appropriate directory and select the PDF document you wish to file. Double click on the selected document or click **[Open]** on the screen. ECF closes the File Upload screen and inserts the PDF file into the Filename box.
4. If you have an attachment to the Substitution of Attorney (e.g., Certificate of Service) select **[Yes]** after **Attachments to Document:** and Click **[Next]**.

1. Click on **[Browse]**. Navigate to the appropriate directory and select the PDF file you wish to attach. Double click on the selected document or click on **[Open]**.
2. Click on the arrow next to the **Type** field and ECF opens a drop-down menu. Highlight the type of attachment from the displayed selections. If you wish to describe the attachment in further detail click on the Description box and type a description of the attachment.
3. Click on **[Add to List]** Repeat the steps for each additional attachment. When done adding attachments, click **[Next]**.
5. Search for an Attorney screen will appear.
Enter **new** counsel's last name or Bar ID (First and last initial and last four numbers of Social Security number)
REMEMBER: Enter all names in all **UPPER CASE LETTERS**.
Click **[Search]**. An Attorney Search Results screen will appear.
Highlight the new attorney's name.
Click **[Select Name From List]**
6. An Attorney Information screen will appear.
Review the information on this screen.
Counsel **may** change the address information on this screen, if it is incorrect.
Counsel should also file a Notice of Change of Address with the Clerk's Office.
Click on **[Add Attorney]**

Local Civil Rule 10.1(a) requires counsel to file a change of address within 5 days after a move.
7. Select A Party screen will appear. Select the party(ies) the **new** attorney represents.
Select the party(ies) in every role (i.e., defendant, cross claimant, third-party plaintiff)
Click **[Next]**
8. Select **[End Attorney Selection]**
9. Select the attorney withdrawing from the case for each party.
Click **[Next]**
The system will display the case number and case caption.
Click **[Next]**.
10. The Docket Text screen will appear.
The text will indicate a Substitution of Attorney was filed and will include the name of the attorney added, the name of the party and the name of the attorney withdrawing from the case.

To accept the text - click **[Next]**

11. The Notice of Electronic Filing will be displayed.

Criminal Events Feature Filing Documents for Criminal Cases

After successfully logging into ECF, follow these steps to file a document.

For purposes of describing the Electronic Filing process and the ECF screens, this section of the User Manual describes the process for filing a Motion in a criminal case in ECF.

1. Select the type Criminal Event that is being filed.

Select **Criminal** from the blue menu bar at the top of the ECF screen.



The Criminal Event window opens displaying all of the events from which you may choose for your filing. See Figure 26.

This section of the User's Manual describes the process for filing a **Motion** in a criminal case in ECF. The process is similar for filing other documents in ECF.

Click on **Motions**, under **Motions and Related Filings**.

Figure 26



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 27. Scroll through the menu until you find the type of motion or application you wish to file.

Highlight the appropriate motion event and click the **[Next]** button.

Tip: Type the first letter of the title of your document. ECF will scroll within the drop down box to the first document that begins with the letter you typed.

Note: To select more than one event press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

Figure 27

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header bar with the ECF logo on the left and the words 'Civil' and 'Criminal' separated by a dot on the right. Below the header, the word 'Motions' is displayed in a bold, blue font. The main area of the screen features a scrollable dropdown menu. The menu is currently open, showing a list of motion types: 'Sever', 'Strike', 'Substitute Attorney', 'Suppress' (which is highlighted with a blue background), 'Vacate', 'Vacate (2255)', 'Withdraw Document', and 'Withdraw Plea of Guilty'. To the right of the menu is a vertical scrollbar. Below the dropdown menu, there are two buttons: 'Next' and 'Clear'.

2. Locate the Case for Which the Document is Being Filed

A new Motions screen opens with a Case Number field. See Figure 28. Enter the number of the case for which you are filing a motion and click on the **[NEXT]** button. Examples of acceptable formats for the entry of case numbers are listed to the right of the Case Number field.

If the number is entered incorrectly, click the **[CLEAR]** button to re-enter. When the case number is correct, click on the **[NEXT]** button.

Figure 28

The screenshot shows the ECF Motions screen. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header is a section titled 'Motions'. Inside this section is a 'Case Number' field. The field contains the text '02-100'. To the right of the field, a list of acceptable case number formats is displayed: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the field are two buttons: 'Next' and 'Clear'.

Note: If the case number you are filing in is 1:02cr100, you could enter the case number in any of the following formats:

02-100

02cr100

1:02-cr-100

1-02-cr-100

1:02cr100

Note: ECF defaults to the last case in which you worked. Ensure the proper case number is entered in this field to avoid filing your document to the wrong case. The case number format is Year-Number. The case type is not needed. If ECF finds a civil and criminal case with the same number it will list both cases. You will need to place a ✓ in the box next to the appropriate case number. See Figure 29.

If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.

Click **[OK]** to acknowledge and close the error message. Click on the **[CLEAR]** button on the screen and re-enter the case number in the correct format.

Click on the **[NEXT]** button.

3. Designate the Defendant(s) that the filing relates to.

If the case has more than one defendant, the system will display a defendant selection screen. On this screen select the defendant(s) for whom you are filing the document, then click the **[Next]** button. See Figure 29.

Figure 29

Motions

Make appropriate selections

☐ 2:03-cr-00320-KSH-1 - RICHARD ANDERSONN

☐ 2:03-cr-00320-2 - SYDNIE THORNTON SMITH

☐ All defendants

4. Designate the Parties for Whom the Document is being filed.

A screen with a list of parties in the case is displayed. See Figure 30.

Figure 30

CM/ECF TRAIN - U.S. District Court for the District of New Jersey - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ecf-train.njd.crc3.dcn/cgi-bin/login.pl?934059740965094_230_0-1

mywebsearch Search Smiley Central Screensavers Cursor Mania PopSwatter Games My Info Customer

ECF Civil Criminal Query Reports Utilities Logout

Motions

[2:03-cr-00320-KSH-USA v. ANDERSONN](#)

Select the file:

Select the Party:

USA (Plaintiff)

ANDERSONN, RICHARD (1) [Defendant]

SMITH, SYDNIE THORNTON (2) [Defendant]

Highlight the name of the party or parties for whom you are filing the motion.

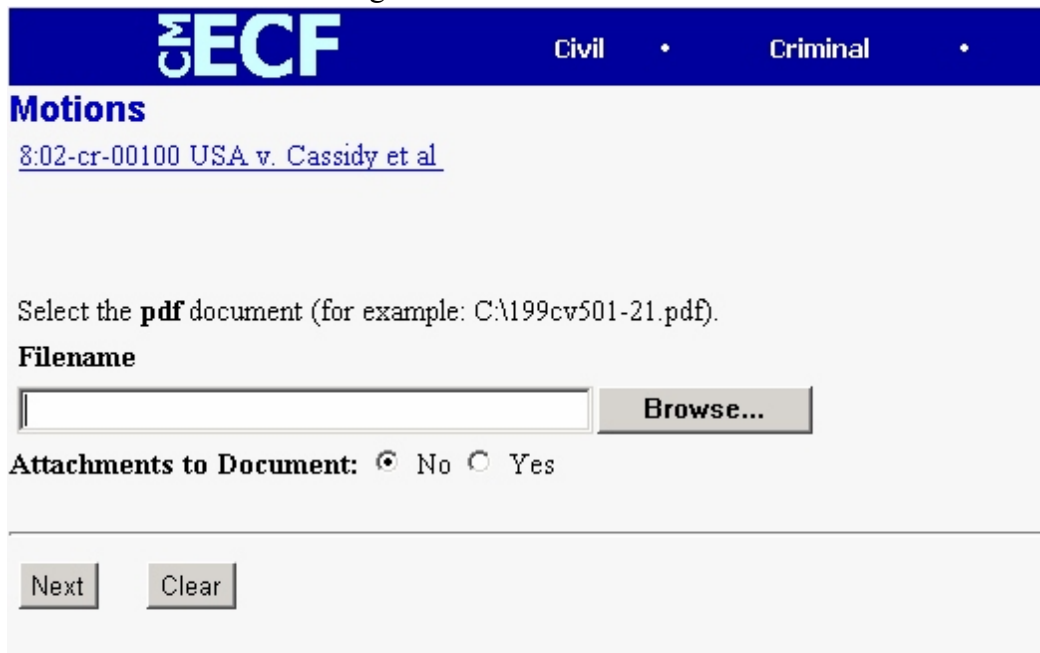
After highlighting the parties filing the motion, click on the **[NEXT]** button.

5. Specify the PDF Document to File

ECF accepts the party or parties you selected and displays a new screen. See Figure 31. ECF displays a field for locating and entering the PDF file of the document you are filing.

Note: It is imperative that you attach an electronic copy of the actual document when prompted by the system. You can not proceed without attaching a PDF document. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.

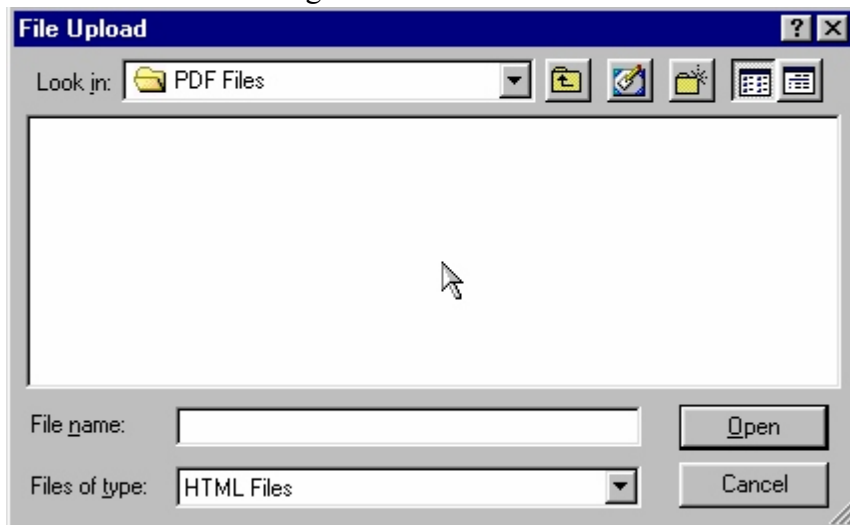
Figure 31



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo on the left and 'Civil' and 'Criminal' tabs on the right. Below the header, the word 'Motions' is displayed in blue. Underneath, the case name '8:02-cr-00100 USA v. Cassidy et al' is shown in blue text. The main area contains the instruction 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' label, followed by a text input field and a 'Browse...' button. Underneath the input field is the label 'Attachments to Document:' followed by two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Click on the **[Browse]** button. ECF opens the screen depicted in Figure 32.

Figure 32



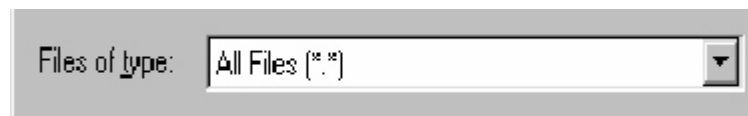
Change the Files of type from:



to:



or:

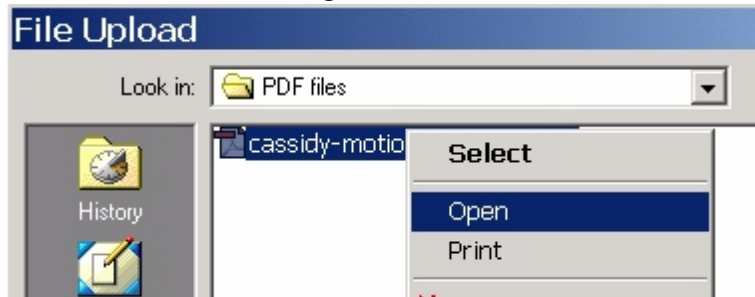


Navigate to the appropriate directory on you local or network drive to select the PDF document you wish to file.

Highlight the file to upload to ECF.

Note: To verify you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[Open]**. See Figure 33. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.

Figure 33



Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the file name box and location in the Motions screen. See Figure 34.

If there are no attachments to the document, click on **[Next]**.

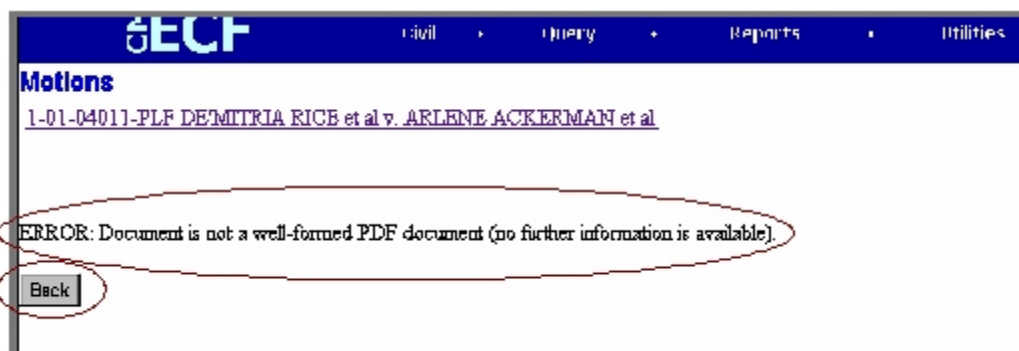
Figure 34

In the event you selected a highlighted file that is not in PDF format, ECF will display the error message shown in Figure 35, after you click on the **[Next]** button. ECF will not permit you to file a document that is not in PDF format.

Click on the **[Back]** button and ECF will return to the previous screen. Select and highlight the PDF

file and proceed as before.

Figure 35



Page Limits

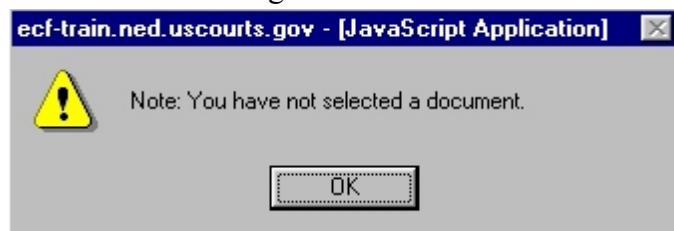
If a file exceeds 2MB it must be split into smaller files, the following are suggested:

1. Word Processing Documents Converted to PDF
Documents created with a word processing program such as WordPerfect or Microsoft Word and correctly converted or published to PDF format will generally be smaller than a scanned document. To create a compact PDF file, use the following setting on your word processing software:
 - A. The output should be in Grayscale. Color will make the document larger.
 - B. Use **Basic Font Sets** and **Not Embedded Fonts**
2. Scanned Documents - Documents scanned to PDF are generally much larger than those created using a word processing system. If graphs or color photos are included, one page may exceed the 2MB size limit.
 - A. Your scanner output should be set to **Not to Exceed 200 DPI Resolution**.
 - B. Color scanning should not be included at all. Again, use **Grayscale**.A 50 page document scanned to PDF will most likely equal 2 MB.
3. To verify that the size of a document is below the 2MB limit, right-click on the PDF document to open a **Quick Menu**. Select **Properties**. This will open a window that provides file size information. If the file size is less than 2MB, (1024KB equals 1MB) it can be filed electronically. If it is more than 2MB, it will need to be divided into two or more files, with each file being 2MB or less.

Failure to Select a Document to File

If you fail to select a document to file, ECF will display the error message depicted in Figure 37.

Figure 37



If you click **[OK]** on the screen depicted in Figure 36, ECF will return you to the **Motions** screen.

If you do not have attachments to your document, select **[No]**. Click on **[Next]** and proceed to **Section 7 - Refining the Docket Text**.

If you have attachments to your document, select **[Yes]** after **Attachments to Documents**:

6. Filing Attachments and Exhibits

A Filing User must submit in electronic form all documents referenced as exhibits or attachments, including briefs, in accordance with the guidelines set forth in this User Manual, unless otherwise ordered by the court. A Filing User shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. The court may require parties to file additional excerpts or the complete document.

The Clerk's Office strongly recommends creating documents that are being electronically filed with the Court with a word processing software package (e.g., Word or WordPerfect) and converting them into PDF rather than scanning the documents. Scanning the document creates a much larger file.

How to Add Attachments and Exhibits To Documents Being Filed

If you acknowledged the need to attach documents to your motion during the previous step, a new screen appears as depicted in Figure 38.

Figure 38

Motions
2:03-cr-00320-KSH USA v. ANDERSONN

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Click on **[Browse]** to search for the document file name of the attachment.

Navigate to the correct directory on your local or network drive to select the PDF document you wish to file.

Highlight the file you wish to attach.

Note: Ensure the highlighted file name appears in the **Filename field** on the screen.

Next to the field for Attachment **Type**, click on the arrow and ECF opens a drop-down screen. Highlight the type of attachment from the displayed selection.

If you wish to describe the attachment in greater detail, click on the description box and type a clear and concise description of the attachment.

Click on **[Add to List]**.

Repeat the sequence for each additional attachment.

After adding all the desired PDF documents as attachments, click on **[Next]**.

Example - Proposed Orders

A proposed order shall be electronically filed as an attachment to a motion electronically filed and should be described as such by using the drop-down box and selecting "**Proposed order**".

The screen depicted in Figure 38 will close and ECF opens a new window as depicted in Figure 39.

Figure 39

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

E:\PDFs\proposedo.

2) At your option, select a document type and/or enter a description.

Type	Description
<input data-bbox="196 562 342 594" type="text" value="Proposed Order"/>	<input data-bbox="350 562 581 594" type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

E:\PDFs\proposedo.pdf

ECF adds the selected document as an attachment to the motion. A new screen opens to display the file name of the newly attached document.

Repeat the sequence for each additional attachment.

After adding all the desired PDF documents as attachments, click on **[Next]**.

The screen depicted in Figure 39 closes and ECF opens a new window as depicted in Figure 40.

7. Refining Docket Text

Click on the button shown in Figure 40 to open a modifier drop-down list. You may select one of the words in the drop-down list or leave the field blank.

Figure 40

ECF

Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress by Attorney Luta K. Pleiss as to defendant(s) Butch
ce Kid . (Pleiss, Luta)

Amended
Ex Parte
Final
Interim
Joint
Supplemental

Click on the open text area and type a description of the document or leave it blank. The description of the document will appear in the docket text.

8. Submit the document for filing.

After entering the docket text, click on the **[Next]** button. A new window appears with the docket text for the docket report. See Figure 41.

Figure 41

ECF

Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Final Text

Amended MOTION to Suppress *Evidence retrieved from Defendant's car* by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the browser toolbar to find the screen you wish to alter.

Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted in Figure 41 contains the following warning:
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

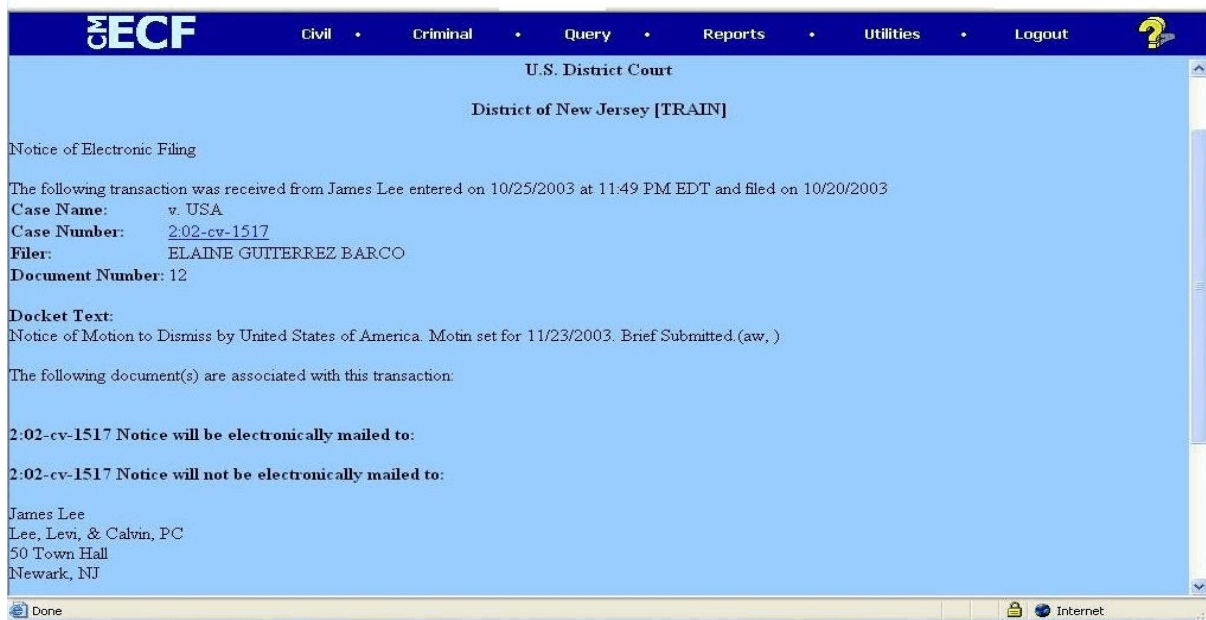
At any time prior to this step, you can abort the ECF filing or return to previous screens by:

1. Clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction.
ECF will reset to the beginning of the process you just selected.
2. Clicking on the web browser **[Back]** button until *you return to the desired screen*.

9. Notice of Electronic Filing

ECF opens a new window displaying a Notice of Electronic Filing. See Figure 42.

Figure 42



The screen will provide confirmation that ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

The Notice of Electronic Filing screen contains a hyperlink to the filed document. Clicking on the document number on the Notice of Electronic Filing screen will allow you to view the filed document. The Filer is allowed one “free” look at the document to verify it was filed properly.

The Notice of Electronic Filing screen also contains a hyperlink to the docket sheet. Clicking on the docket number on the Notice of Electronic Filing screen will allow you to view the docket sheet.

The court strongly urges that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

Note: The Notice of Electronic Filing represents your electronic file stamp, you may want to copy it to a file on your network or your computer's hard-drive, print it and/or retain a hard copy in your personal file.

Select **[Print]** on the tool bar to print the document receipt.

Select **[File]** on the browser menu bar, choose **Save As. . .** from the drop down window to save the receipt to a file on you network or the hard drive of your computer.

The **Notice of Electronic Filing** displays the names and email addresses of the attorneys who have registered as ECF Filing Users. The Notice also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered for electronic notification.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** via email to the designated attorneys who have registered as ECF Filing Users. Filing Users who receive electronic notification of the filing are permitted "one free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The one "free look" will expire 15 days from the date the Notice of Electronic Filing was transmitted. The court strongly urges that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees. When opening a document from a Notice of Electronic Filing, it is best to have logged into CM/ECF first.

Reminder: It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered as ECF Filing Users.

Public Access

A person may retrieve information from the Electronic Filing System at the court's Internet site, <http://ecf.njd.uscourts.gov> , by obtaining a PACER login and password. With the exception of social security cases, a person who has PACER access may retrieve docket sheets and documents in civil cases and criminal cases¹.

Retrieval of documents in social security cases is limited and may only accessed by counsel of record. A case or document under seal shall not be available to the public through electronic or any other means.

¹The Judicial Conference of the United States, has agreed to permit remote public access to electronic criminal case file documents filed after November 1, 2004.

Sensitive Information

As the public may access certain case information over the internet through the court's Electronic Filing System, sensitive information should not be included in any document filed with the court unless such inclusion is necessary and relevant to the case. Documents in social security cases may be excluded from the redaction requirements as they are not electronically available to the public over the internet pursuant to the privacy policy of the Judicial Conference of the United States.

If sensitive information must be included, the following personal data identifiers **must** be partially redacted from the document, whether it is filed electronically or in paper form:

- 1) Social Security numbers to the last four digits,
- 2) financial account numbers, to the last four digits,
- 3) dates of birth to the year,
- 4) names of minor children to the initials, and;
- 5) home addresses to the city and state

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may either:

- 1) file an unredacted document under seal, or;
- 2) file a redacted version of the document and file a reference list under seal.

The reference list shall contain the complete personal identifier(s) and redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal and may be amended as of right. Either document shall be retained by the court as part of the record.

The court may, however, also require the party to file a redacted copy for the public file.

The filer of the document has the sole responsibility for redacting this information from the document. The Clerk will not review each filing for redaction.

Additionally, because filings will be available electronically and may contain information implicating not only privacy but also personal security concerns, the Court encourages counsel and litigants to exercise caution when filing documents that contain the following information:

- 1) Personal identifying numbers, such as a driver's license number;
- 2) Medical records, treatment, and diagnoses;
- 3) Employment history;
- 4) Individual financial information; and
- 5) Proprietary or trade secret information.

Additional items of r Criminal cases only:

- 6) Information regarding an individual's cooperation with the government;
- 7) Information regarding the victim of any criminal activity;
- 8) National security information;
- 9) Sensitive security information as described in 49 U.S.C. U.S.C. § 114(s).

Counsel are strongly urged to share this information with all clients so that an informed decision about the inclusion of certain material may be made.

It is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with the rules of this court in connection with the redaction of personal identifiers. The clerk will **not** review each filing for redaction.

Counsel and the parties are cautioned that failure to redact personal identifiers and/or the inclusion of irrelevant personal information in a document filed with the court may subject them to the full disciplinary and remedial power of the court, including sanctions pursuant to Fed. R. Civ. P. 11.

Query Feature

Participants with a PACER account can use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF which opens up the **PACER Login** screen.



You must enter your **PACER** login and password before ECF permits you to query the database.

Figure 43

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. At that time all inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Selecting a Case to Query

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted in Figure 44.

Figure 44

ECF Civil • Criminal • Query • Reports • Utilities • Logout

U.S. District Court PACER

Docket Report Search: Civil cases as of May 1, 1990; Criminal cases as of Oct 1, 1995

Options:
[Docket Report Search](#)
[Review Billing History](#)
[Local Options](#)
[Help \(User Guide\)](#)
[New Login](#)

Client code:

For questions or comments please contact
PACER Service Center 

Case Number:

Party Name:

Filing Date: to

Last Update Date: to

Search Samples:

Case Searches:	Party Searches:	Date Searches:
98-123	Smith	01/19/98 to 01/23/98
1:00cr123	Smith, J	1/19/2000 to 1/23/2000
99-cr024	Smithsonian Institution	1/19/1998 to
1 1999 cr 00567	Smi	01/4/2000 to 1/04/1

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. A fee increase from .07 cents per page to .08 cents per page for Public Access to Court Electronic Records (PACER) was approved by the Judicial Conference of the United States at its September 2004 session, this increase became effective 1/1/05. The charge is for viewing, printing, and/or downloading case documents and dockets. The maximum amount you will be charged is \$2.40 or 30 pages viewed, printed or downloaded. You will not receive a bill from the PACER Service Center until you have incurred charges in excess of \$10.00.

If you know the number the Court has assigned to the case, enter it in the Case Number field and click on the **[Search]** button. You may also query the PACER database by the name of the party or an attorney to the case. Enter the last name or business name of the party in the **Party Name** field. If more than one person with that name is in the database, PACER returns a screen from which to select the correct name. See Figure 45.

Figure 45

The screenshot shows the PACER Party Selection Page. On the left is a sidebar with the U.S. District Court PACER logo and a list of options: Docket Report Search, Review Billing History, Local Options, Help (User Guide), and New Login. Below these is a client code field with an 'Update' button and contact information for the PACER Service Center. The main content area is titled 'Party Selection Page' and lists three matching party name records: LABRUNA, ANTHONY J., LABRUNA, CARMEN, and LABRUNA, NICHOLAS. Below the list, it states 'There were 3 matching party name records found.' A 'PACER Service Center Transaction Receipt' is displayed, showing the date and time (10/27/2003 16:16:36) and a table with the following data:

PACER Login:	us4214	Client Code:	
Description:	party select	Search Criteria:	LABRUNA
Billable Pages:	1	Cost:	0.07

If you click on the name of the party, PACER will open the case summary screen depicted in Figure 46. After querying the database by case number or name, ECF opens the case summary window for the specific case you suggested.

Figure 46

The screenshot shows the ECF Case Summary screen. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is titled 'Case Summary' and displays the following information: Case Number: 2:02cv01150, Case Title: THOMPSON v. SECRETARY OF THE DEP, Filed on: 03/14/02, Last Updated on: 04/15/03. Below this, it shows 'Full Report Length: 4 pages' and 'Full Report Cost: \$ 0.28'. A section titled 'Please pick the way you would like the docket report to be displayed.' contains three radio buttons: 'Full Formatted Report' (selected), 'Full Report in Plain Text', and 'Display Recent Events'. Below this, a checkbox is labeled 'Check here if you want Heading and Party information included when the events selected by date range are displayed.' At the bottom, there are 'Display Report' and 'Clear' buttons, and a note that the 'Display Cost: \$ 0.07 per page'.

At the top of the window, PACER displays the case number, case title, date the initial claim was filed, and the date of the last filing for the case.

You may select a date range for your case summary report. You may also select heading and party information to be included when the events selected by date range are displayed. After you have selected the parameters for your report, click on the **[Display Report]** button. PACER will run your custom docket report and display it in a window as depicted in the Figure 47.

Figure 47

**U.S. District Court
PACER**

Options:
• [Docket Report Search](#)
• [Review Billing History](#)
• [Local Options](#)
• [Help \(User Guide\)](#)
• [New Login](#)

Client code:

For questions or
comments
please contact
[PACER Service Center](#)

Docket as of April 15, 2003 11:23 pm

Web PACER (v2.4)

U.S. District Court
District of New Jersey (Newark)
CIVIL DOCKET FOR CASE #: 02-CV-1150
THOMPSON v. SECRETARY OF THE DEP, et al

Filed: 03/14/02
Assigned to: Judge William J. Martini
Demand: \$0,000
Nature of Suit: 864
Lead Docket: None
Jurisdiction: US Defendant
Dkt# in other court: None
Cause: 42:405 Review of HHS Decision (SSID)

STEVEN C. THOMPSON
plaintiff

STEVEN C. THOMPSON
[COR LD NTC]
#3E
365 MAIN AVE.
PASSAIC, NJ 07055
(973) 773-6861

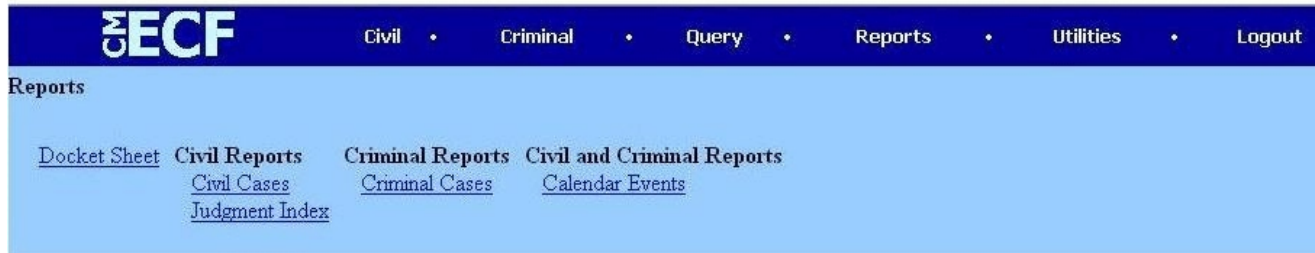
v.

SECRETARY OF THE DEPARTMENT OF ANTHONY J. LABRUNA, JR.

Reports Feature

The Reports feature of ECF provides the user with report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the Reports screen depicted in Figure 49.

Figure 49



Docket Sheet Report

Click on the **Docket Sheet** hyperlink depicted in Figure 49.

If you are not already logged in to **PACER**, enter your **PACER** login and password.

Figure 50

The screenshot shows the PACER Login page. At the top, the title "PACER Login" is displayed in blue. Below the title is a "Notice" section with a warning about unauthorized access. This is followed by an "Instructions" section that explains how to use the system and provides contact information for the PACER Service Center. A paragraph below the instructions states that an access fee of \$0.07 per page will be assessed. At the bottom of the page is an "Authentication" section with three input fields: "Login:", "Password:", and "Client code:". Below these fields is a checkbox labeled "Make this my default PACER login".

Click on the **[Login]** button and ECF will open the **PACER Docket Report Search Screen** depicted in Figure 51.

Figure 51

U.S. District Court PACER

Docket as of April 15, 2003 11:23 pm Web PACER (v2.4)

Options:
[Docket Report Search](#)
[Review Billing History](#)
[Local Options](#)
[Help \(User Guide\)](#)
[New Login](#)

Client code:

For questions or comments please contact
[PACER Service Center](#)

U.S. District Court
 District of New Jersey (Newark)
CIVIL DOCKET FOR CASE #: 02-CV-1150
THOMPSON v. SECRETARY OF THE DEP, et al

Filed: 03/14/02
 Assigned to: Judge William J. Martini
 Demand: \$0,000
 Nature of Suit: 864
 Lead Docket: None
 Jurisdiction: US Defendant
 Dkt# in other court: None
 Cause: 42405 Review of HHS Decision (SSID)

STEVEN C. THOMPSON
 plaintiff

STEVEN C. THOMPSON
 [COR LD NTC]
 #3E
 365 MAIN AVE.
 PASSAIC, NJ 07055
 (973) 773-6861

v.

SECRETARY OF THE DEPARTMENT OF ANTHONY J. LABRUNA, JR.

This is the same query window that PACER displayed when you selected **Docket Report** from the Query feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Search]** button. PACER will display a **Case Selection Page**, click on the case number your wish view. See Figure 52.

Figure 52

U.S. District Court PACER

Options:
[Docket Report Search](#)
[Review Billing History](#)
[Local Options](#)
[Help \(User Guide\)](#)
[New Login](#)

Client code:

For questions or comments please contact
[PACER Service Center](#)

Case Selection Page

Case Number	Title	Filing Date	Last Updated
2:03cr00423	USA v. ANDERSON	05/29/03	09/03/03
2:03cv00423	SCHER v. NEW YORK METRO CONCE	01/31/03	10/01/03

There were 2 matching case number records found.

PACER Service Center
 Transaction Receipt
 10/27/2003 16:52:55

PACER Login:	us4214	Client Code:	
Description:	case search	Case Number:	.03..423
Billable Pages:	1	Cost:	0.07

Figure 53

The Case Summary page is displayed. You may select a date range for your case summary report. You may also select heading and party information to be included when the events selected by date range are displayed. After you have selected the parameters for your report, click on the **[Display Report]** button. PACER will run your custom docket report and display it as depicted in Figure 53.

Utilities Feature

View Your Transaction Log

From the **Utilities** feature on the *Blue* ECF menu bar, click on the **[View your Transaction Log]**. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 54 below for a sample transaction log report. This feature, allows you to review all transactions ECF has processed under your login and password. If you believe or suspect that someone is using your login and password without your permission, telephone the ECF Help Desk as soon as possible.

Use this feature of ECF to review your transactions and verify that:

- all the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.



[Civil](#)
[Criminal](#)
[Query](#)
[Reports](#)
[Utilities](#)
[Logout](#)



Transaction Log
Report Period: 10/16/2003 - 10/25/2003

Id	Date	Case Number	Text
	10/22/2003 09:40:37	06-6612	Edit case and/or statistical data
127120	10/21/2003 14:12:42	1-98-cr-1231-1	INFORMATION as to DONALD CHRISTOPHER (1) count(s) 1ss-4ss. (student1,)
127142	10/22/2003 01:27:55	1-98-cr-1231-1	Set/Reset Deadlines as to [5] Motion to Compel Motion hearing set for 9/5/2003 10:00 AM in Camden - Courtroom 1 before Judge Joseph E. Irenas. (th,)
127180	10/22/2003 09:20:56	06-6612	Opened New CV Case 06-6612
127206	10/22/2003 09:32:40	2-06-cv-6612	COMPLAINT against all defendants (Filing fee \$ 150 receipt number 11111.)JURY DEMAND, filed by CHRIS ASADOURIAN.(student1,)
127238	10/22/2003 09:38:55	2-06-cv-6612	Summons Issued as to MALCOLM L JOHNS Days Due - 20. Mailed to counsel (student1,)
127257	10/22/2003 09:41:47	06-6612	Party DEANNA L LISKA Added to Case 06-6612
127261	10/22/2003 09:42:28	06-6612	Party KURT L SANDY Added to Case 06-6612
127267	10/22/2003 09:44:47	2-06-cv-6612	SUMMONS Returned Executed by CHRIS ASADOURIAN. MALCOLM L JOHNS served on 1/11/2002, answer due 1/31/2002; DEANNA L LISKA served on 1/11/2002, answer due 1/31/2002. (student1,)
127277	10/22/2003 09:46:43	2-06-cv-6612	SUMMONS Returned Executed by CHRIS ASADOURIAN. KURT L SANDY served on 1/15/2002, answer due 2/4/2002. (student1,)
127283	10/22/2003 09:50:44	2-06-cv-6612	ANSWER to Complaint by MALCOLM L JOHNS, DEANNA L LISKA (student1,)
127291	10/22/2003 09:59:43	2-06-cv-6612	MOTION for Extension of Time to File Answer re [1] Complaint by KURT L SANDY. (Attachments: # (1) Text of Proposed Order BRIEF# (2) Affidavit TOM JONES)(student1,)
127316	10/22/2003 10:03:18	2-06-cv-6612	ORDER granting [5] Motion for Extension of Time to Answer re [5] MOTION for Extension of Time to File Answer re [1] Complaint. Signed by Judge Ronald J. Hedges on 3/25/03. (student1,)
127329	10/22/2003 10:12:43	2-06-cv-6612	ANSWER to Complaint with JURY DEMAND, COUNTERCLAIM against CHRIS ASADOURIAN by KURT L SANDY.(student1,)

ECF provides *Miscellaneous* functions within the **Utilities** feature menu.

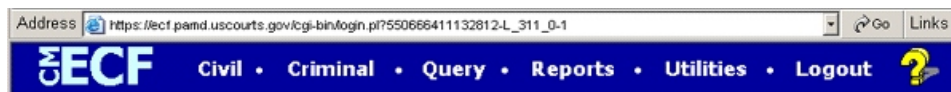
- When you click on the **Legal Research** hyperlink, ECF opens a new screen that contains a hyperlink to a Law Dictionary, a Medical Dictionary, and Westlaw via the internet.

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When you click on the **Verify a Document** hyperlink, ECF opens a query screen which prompts you to enter a case number and to specify the number of the document to be verified. Click on the **[Next]** button to verify the document exists.

Logging Out

After you have completed all your transactions for a particular session in ECF you should log out.



Click on the **Logout** hyperlink from the *Blue* menu bar. ECF will log you out of the system and return you to the ECF login screen.

Filing Documents If ECF Is Not Accessible (Technical Failures)

Occasionally, Filing Users may be unable to electronically file documents due to technical problems with the court's ECF system.

The clerk shall deem the court's Electronic Case Filing web site to be subject to a technical failure if the site is unable to accept filings continuously or intermittently for more than one hour occurring after 12:00 noon (Eastern Time) that day. If a Filing User experiences technical failure, the document may be submitted to the court that day in an alternative manner, provided that it is accompanied by an affidavit of the Filing User's failed attempts to file electronically at least two times at least one hour apart after 12:00 noon. The following methods of filing are acceptable as a result of **only the court's** technical failure:

- a. in person, by bringing the document to the Clerk's Office on paper accompanied by a disk or CD-ROM which contains the document in PDF format;
- b. via electronic mail in a PDF attachment, sent to the following e-mail address;
ecfhelp@njd.uscourts.gov.
- c. through facsimile transmission to the clerk's office where the presiding judicial officer is stationed Camden Fax (856)757-5370; Newark Fax (973)645-6659; Trenton Fax (609) 989-2080. When a Filing User subject to technical failure submits a document by fax, the document shall be filed electronically on the next business day.

The initial point of contact for any Filing User experiencing technical difficulty filing a document electronically shall be the court's ECF Help Desk at the following numbers:

Camden (Toll free) 1-866-726-0726 or 856-757-5285;

Newark (Toll free) 1-866-208-1405 or 973-645 0726;

Trenton (Toll free) 1-866-848-6059 or 609-989-2004

OR

Contact the court via e-mail at ecfhelp@njd.uscourts.gov.

When possible, the Clerk will provide notice on all such technical failures on the Court's web site.

A Filing User who suffers prejudice as a result of a technical failure may seek appropriate relief from the court.